

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION

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To: DSD Support Services
Attn: Timekeepers

From: Director, National Human Resources Management Center

Subject: Time and Attendance Alert

The payroll office will not process incomplete and inaccurate Time and Attendance (T&A) documents. When additional information or corrections are required, payroll sends the documents to Johnnye Toney, BLM Payroll Coordinator. In turn, the Payroll Coordinator returns the documents to the timekeeper. Since this process is time consuming, it delays payroll corrections.

In an effort to reduce the number of documents returned, timekeepers are requested to institute quality control measures. To assist in identifying errors and/or omissions, following is a list of the most common reasons that T&A documents are returned.

- ◆ Supervisor's signature missing
- ◆ One week signed but not both weeks
- ◆ Timekeepers signing for the supervisor (If someone other than the supervisor has been delegated the authority to make corrections, make sure your documentation reflects this delegated authority. If the documentation indicates that the signature is that of the timekeeper and not someone delegated signatory authority to authorize time and attendance, the documentation will be returned for a proper signature.)
- ◆ Failure to include a social security number, employee name, pay period with year, sub-bureau, organization code, and pay period end date

Payroll has also requested that documents not be stapled together and that we not send fire crew reports or Leave and Earnings statements. As a reminder, payroll does not correct the cost structure on T&As. Corrections to cost structure are done through PADJUST.

With your help, we can reduce the number of T&A documents being returned. If you have any questions, please contact Johnnie Toney at 303-236-6385.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

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